



Duchesne County Library System

Mar. 16, 2021 @ 4:30 PM: Crossroads Sr. Ctr.

Conducting: Chair Lori Ann Potter Excused: Kerrilyn Miles

Welcome / Roll Call Meeting commenced at 4:34 p.m. **Present:** Director Daniel Mauchley, Chair Lori Ann Potter, Vice Chair Jessica Shaw, arrived 4:37 p.m., Commissioner Greg Todd, arrived 5:13p.m., Secretary Dixie Swasey, Deb Evans, Jenny Adams

February 2021 Minutes Approval Motion to approve was made by Deb Evans, Motion seconded by Jenny Adams. The motion to approve passed unanimously.

Public Comment: Board member Jenny Adams presented brochures that were sent by Irene Hansen of Duchesne County Chamber of Commerce. One informed us that Honeycomb Calcite, which is found in Duchesne County, has been designated as the Utah State Stone. The other two advertised grant funded classes available to county residents concerning starting a business and customer service.

Update on Roosevelt Library Project Approvals and Bidding Process: The price of steel is continuing to rise, but we are pushing forward. We are still waiting to hear more from CIB about the right of way to the land. The bonding process has begun. The plans have been given to Roosevelt City and Duchesne County and have been approved. The bid for the project should be coming out soon. Hopefully construction can start in May. There is also a bid out for the internet connections and wiring according to the FCC standards which would allow some reimbursement. We have been talking to the State Purchasing office and have found that we do not need to use their a state list of bidders, but they have oversight of making sure the bidding process if competitive, fair, and that procurement codes are being followed. Things are going well.

Update on Review of County Library Code: We discussed this in our January meeting. It should be approved by the Commission next week. We will address this next month in our board meeting.

Update on COVID Procedures & Returns Quarantine After talking to HR, the County Commission, and other library directors in Utah, we are looking at ending the returns quarantine next week. Library staff who wanted to be immunized have been. We are advising patrons not to come to the library if they are ill and that if they become ill, they should wait to return books until they are well. Group activities will not begin yet. Outdoor story walks will begin soon. We are working on the summer reading program.

Library Closures:

- **May 7 – Mental Health First Aid Training** – Northeastern Counseling is offering Mental Health First Aid Training to all staff members. A motion to close both libraries so that all staff members could receive the training was made by Dixie Swasey and seconded by Jessica Shaw. The motion passed unanimously.
- **Apr. 3 – (Staff Requested) – Easter Weekend** Jenny Adams made a motion to close the libraries on Saturday April 3 because of a request by the Roosevelt staff. Dixie Swasey amended the motion to read that the closure be only April 3, 2021. With further discussion the motion came to read, "The libraries will be closed April 3, 2021 because of Community Activities." The motion passed with board members, Deb Evans and Jessica Shaw voting Nay and Jenny Adams, Dixie Swasey, and Greg Todd voting Aye.

Further Public Comment Michael Hawley, a Jones and DeMille Engineering representative, came to tell us that the library building project is going well. Jones and DeMille have enjoyed doing this project. Jones and DeMille Engineering has acquired Campbell Architecture after working with them on this project. It has been a good project. They have had some guidance from State Procurement.

2020 Annual Financial Report Director Mauchley stated that for the first time in his 6 years of tenure we overspent the budget, not because we spent too much, but because our revenues were much lower due to COVID. Our revenues for this year were the lowest since 2013, almost \$180,000 less than last year. Our spending was almost \$100,000 less than last year, knowing at the time our revenues would likely fall short. We are not in trouble as we can draw on the reserve this year to balance the budget.

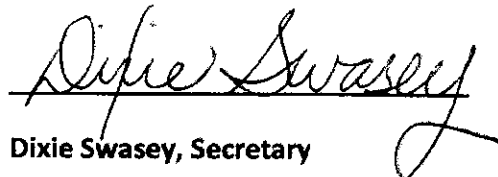
Discussion of February Statistics / Budget Report / Consent Agenda

Next Meeting – Tues, Apr. 20, 2021 4:30 PM @ Duchesne

Questions We will need a new board member from Roosevelt by July. Kerrilyn's term will be over at the end of June. Staff members at the Duchesne Branch have been successful at helping people with income taxes. UBAG has agreed to help us by accepting dirt being taken from our building site and storing some parts of the metal structures that will be finished before they are needed on site.

Meeting adjourned There being no further business the meeting was adjourned at 5:42 p.m.

Minutes approved 4/21/2021.


Dixie Swasey, Secretary